



Nicholls State University

Purchasing Office

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**ADDENDUM NO 1
FOR
NICHOLLS STATE UNIVERSITY
THIBODAUX, LOUISIANA
05/26/2021**

PAGE 1 OF 1

SB01833 – Nicholls State University Snack Vending Services

Bid Due at 3:00 PM on 06/17/2021

Purpose of Addendum:

Replace the original bid response form pages 1 and 2 with the revised bid response form pages included with this addendum.

Changes made:

1) Provide revised Bid Response Form Sheets 1 & 2

There was an error in the written amount and the numerical amount on Bid Response Form Page 1 of 2.

The incorrect written wording of the minimum guarantee stated "Twenty Thousand dollars with a figure amount of \$15,000.00"

The written wording of the minimum guarantee should have stated "Fifteen Thousand dollars with a figure amount of \$15,000.00"

That change is made on the attached corrected bid form.

2) Added wording for renewal.

The renewal wording was added under the contract period of page 1 of the Bid Response Form.

**RECEIPT OF ADDENDUM SHOULD BE ACKNOWLEDGED ON THE BID RESPONSE FORM.
FAILURE TO ACKNOWLEDGE ADDENDA MAY BE CAUSE FOR BID NOT TO BE CONSIDERED.**

Terry G. Dupre
Director of Purchasing, Property Control
and Support Services Administration

BID RESPONSE FORM
Page 1 of 2
VENDING CONTRACT

IN ACCORDANCE WITH ATTACHED SPECIFICATIONS AND CONDITIONS, WHICH HAVE BEEN READ AND FULLY UNDERSTOOD, THE UNDERSIGNED AGREES TO FURNISH AND SERVICE AUTOMATIC SNACK AND SUNDRY VENDING MACHINES TO DISPENSE CHIPS, PASTRY, CANDY, AND SUNDRY ITEMS.

Business Name: _____

Telephone No: _____ Fax No. _____

Address: _____
Mailing City State Zip

Scope of Service: Snack, candy, pastry, and Sundry Vending

Service location: Nicholls State University, 906 East First Street, Thibodaux, LA 70301

Contract Period: Commence on July 01, 2021 and terminate on June 30, 2024

At the option of the University and acceptance by the Vendor, this contract may be renewed for two (2) additional twelve (12) month periods.

I/we do hereby acknowledge receipt of the follow addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

Each Bidder should complete all blanks hereinafter specified on the Bid Response Forms and provide documentation as requested herein. Failure to do so may result in rejection of the offer without further consideration.

* * * * *

MINIMUM GUARANTY: Nicholls State University an annual minimum guaranty of fifteen thousand dollars (\$15,000.00) unless the actual percentage commission rate stated hereinafter exceeds the aforementioned annual minimum guaranty.

COMMISSION RATE:

I/We agree to pay Nicholls State University the percentage commission rate of _____ percent (_____ %)
Based on the *gross cash sales after taxes of each unit dispensed.

Note: If commission rate is different for succeeding contract terms, state the applicable percentage:

4th year _____% 5th year _____%

*Gross sales for the purpose of this contract is to be calculated by the difference between the beginning and ending cash readings of the mandatory non-reset counters.

BID RESPONSE FORM
Page 2 of 2
VENDING CONTRACT

PERFORMANCE GUARANTY:

List the name, address (street/city/state/zip) & telephone number of the Louisiana licensed surety that will be used to furnish the performance bond selected by the successful Bidder.

Name of Surety: _____

(Not the Agency Company)

Surety's Address: _____

Agent Company: _____ Telephone #: _____

*Or *

() Shall furnish an acceptable cash form in lieu of the performance guaranty to be remitted prior to the start of the contract term.

SIGNATURE CONSTITUTES ACCEPTANCE: Signature to the bid response form shall be construed as acceptance of the bit in its entirety.

AUTHORIZED OFFICER: _____

(Signature)

(Print or Type Name)

TITLE: _____ Date _____

LIST OF USERS

The Bidder should attach to the Bid Response Form a list of at least three (3) businesses or organizations in which snack vending services as specified herein have been provided by the Vendor within the last two (2) years. This list should include the name of the business organization, their address, their telephone number and a contact person that may be contacted for reference.

INDEMNIFICATION AGREEMENT AND CERTIFICATE OF INSURANCE

Complete and attach the indemnification agreement and the insurance form to this bid response form.

EQUIPMENT LIST

Provide a brief summary of all equipment to be installed so the University can confirm that the equipment meets the required specifications (List must include brand, make, and model).

PRODUCT LIST

Product quantities and prices are needed using the Proposal Response Form provided herein.

INSURANCE REQUIREMENTS

Complete and return the Insurance Requirement and Statement Form.